

W2 Form Distribution

December 2007

1. You will receive two or three sets of W2's and a CD from LACA
2. The set that is folded and sealed is to be distributed to your employees.
3. The set that is sorted the same as the employee copy is your district copy. This information is also contained on the CD.
4. The set that is sorted by zip code is to be distributed to the municipal tax departments. You can also use the City Tax report located at USPS_LCL/CITYTAX. This report will page break by city and can be used instead of the W2's.
5. Do **not** send anything to SSA. LACA will be transmitting your tape file.
6. Do **not** send anything to the state. LACA will be transmitting your tape file.
7. The W-3 form is **NOT** needed since the reporting is done electronically.
8. The IT-941 or IT-942 should be submitted to the State of Ohio by you. This form is found in the back of the IT-501 booklet or on the State of Ohio web page.
9. **The Ohio form IT-3 must be submitted with the tape file. Please forward this form to LACA.** Keep a photocopy for your records. This form is also found in the back of the IT-501 booklet or on the State of Ohio web page.
10. Contact LACA if you have any questions concerning this process.